

25. Process Improvement—Process Improvement Admin

25.1 Summary

The Process Improvement Administration screen (Figure 25.6) allows you to add, change and conditionally edit Tertiary Codes. To open the Process Improvement Administration screen, first select Process Improvement from the drop-down list of Function options. When you do, an additional drop-down list appears next to the Process Improvement option. Select Process Improvement Administration from this drop down list. *Note: This is not a "restricted" function; i.e., no special user ID is needed to access it.*

Deleting a Record



To delete a code, you must first "tell" the computer which one to delete by finding and displaying the record you want to delete. To find a record, click on the Search icon or select Search from the drop-down list of File options. When you do this, the Search pop-up window (Figure 25.1) appears on your monitor with the cursor in the SLFA data box. Type in this code, and then press Tab or Enter. The cursor moves to the Tertiary Code data box. Type in the Tertiary Code, and then click on **Search**.

A screenshot of a Windows-style pop-up window titled "PIN Administration Search". The window has a yellow background and a red title bar. Inside, the text "Enter the SLFA and Tertiary Code:" is centered. Below this, there are two input fields: "SLFA:" followed by a text box, and "Tertiary Code:" followed by a text box. At the bottom of the window, there are two buttons: "Search" and "Cancel".

Figure 25.1 PIN Administration Search Pop-Up Window

When you click Search, the application tries to find a record which matches your search criteria. One of two things can happen: a matching record will be found or no matching record will be found.

If no matching record is found, a message window (Figure 25.2) pops up on your monitor informing you that "No data met your search criteria." Click **OK** to make this window disappear.



Figure 25.2 No Data...Pop-Up Message

If it finds a matching record, it displays the record on the Process Improvement—Admin screen. If this is the record you want to delete, click on the Delete icon or select Delete from the drop-down list of Edit options. When you do, a window (Figure 25.3) will pop up on your monitor asking you to confirm your deletion request. Click **YES** to continue the deletion process, or click **No** to call off your request.

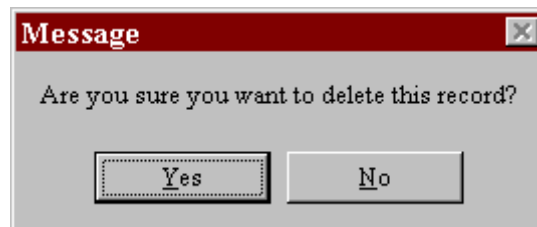


Figure 25.3 Deletion Confirmation Pop-Up Message

If you click **YES**, the system evaluates the record displayed to determine whether or not the code was stored in any other Process Improvement record. If the code was not used, the system will go ahead and delete it, and then display a message that "The record was successfully deleted." If the code was used elsewhere, the system displays a message (Figure 25.4) that the record cannot be deleted. Click **OK** to make this window disappear.



Figure 25.4 Cannot Delete Pop-Up Message

Changing a Record

In order to change a Tertiary Code, you must first display the code you want to change. Follow the same search procedure explained above (Deleting a Tertiary Code). Once the record you want to change is displayed, the SLFA data box becomes a protected data element while the Tertiary Code data remains editable. Make changes as needed. *Note: You cannot change the SLFA for a record which has been saved. Therefore, you must delete an incorrect SLFA (See Deleting a Record) and then add the correct one (See Adding a Record).*

CAUTION: When you change a code on the Process Improvement Admin screen, you also change the code wherever it was used, whether in a Process Improvement record or a Return on Investment record.

Adding a Record



To add a new code, click on the New icon or select New from the drop-down list of File options. When you do, the cursor appears in the Tertiary Code data box. Type in the new code, and then Save by clicking on the Save icon or selecting Save from the drop-down list of File Options. A pop-up message (Figure 25.5) will tell you that the record was successfully saved.



Figure 25.5 Successful Save Pop-Up Window

25.2 Process Improvement - Admin screen

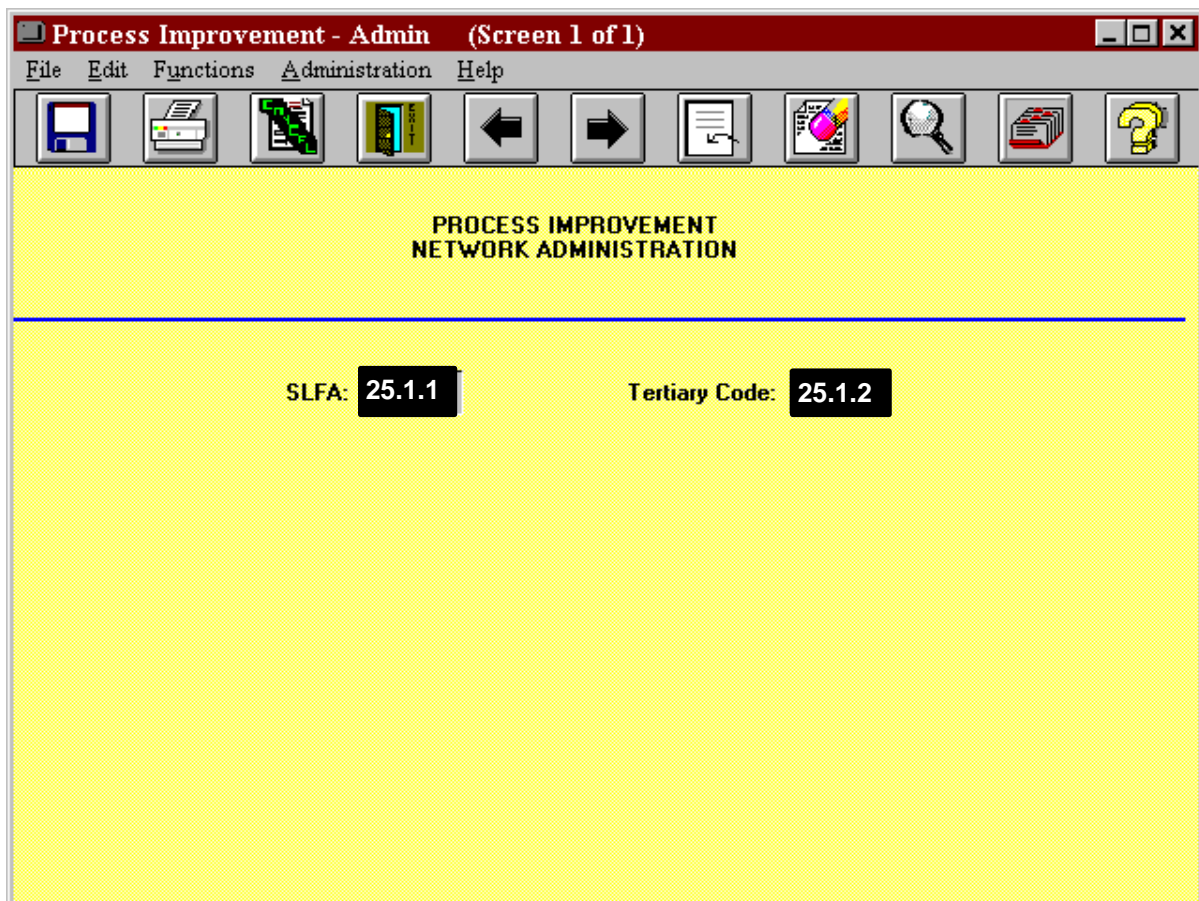


Figure 25.6 Process Improvement Administration Screen
(Numbers in data boxes refer to section numbers.)

25.2.1 Fields for Process Improvement Administration Screen

25.2.1.1 SLFA

This data box is automatically populated (up to 3 alpha characters) based on the Username entered during the Log-in procedure. If the information is incorrect, you may edit it. The code you enter must be a valid code before you can save it.

25.2.1.2 Tertiary Code

Enter the identifier (up to 2 alpha characters) for the Defense Contract Management Office (DCMO).